Early Alert is a referral program for faculty, staff and students who are concerned about the physical, emotional, academic or personal health of a student. Early Alert can assess the situation, offer support and provide referrals to campus resources.

When you submit an Early Alert, the following happens:

- A long-term, semester-to-semester persistence effort
- A student recommendation option for faculty and staff
- A connection to services and resources
- Available to all students whether they are struggling or not

6. Crisis counseling

If you have a concern outside of the ones listed above or feel a student could benefit from our services, contact the Early Alert team.

An Early Alert IS

- A long-term, semester-to-semester persistence effort
- A student recommendation option for faculty and staff
- A connection to services and resources
- Available to all students whether they are struggling or not

An Early Alert is NOT

1. A punishment
2. A reflection of your teaching
3. An indication of failure
4. A sign that a student is on probation or “in trouble”
5. Included on the student’s record or transcript
6. Crisis counseling

Submit an Early Alert form when the student has:

- Multiple absences
- Changes in behavior
- Missed assignments
- Experienced personal issues
- Difficulty engaging in class
- Not responded to instructor emails

During the meeting, the Retention Specialist and the student will create an action plan for success while also connecting the student with useful resources.

Together, the Retention Specialist and the student will periodically meet to review and adjust the action plan for success.

At the end of the semester, the Retention Specialist contacts the student for feedback and to discuss progress and plans.

For updates on student progress, contact the Early Alert team.
B13.200 | 281.290.3705 | UP-EarlyAlert@LoneStar.edu | LoneStar.edu/UP-EarlyAlert
Early Alert is a collaborative effort between faculty, staff and students to help students get back on track academically. Our goal is to promote academic success by connecting students to resources and to improve student motivation.

**We encourage students to:**
1. Contact their instructor
2. Set up an in-person meeting with a retention specialist
3. Utilize campus resources
4. Enroll in the upcoming semester

**How to encourage your student:**
1. Create a space for open communication
2. Let them know that you recommended them to the Early Alert program
3. Reach out to the student before and after class

**Communication Timeline**
- Immediately after referral is submitted: Automated email from early Alert confirming that your referral(s) has been successfully submitted.
- 1–2 Business Days: Email from Early Alert Specialist confirming that your referral(s) is being processed and the first contact attempt was made.
- 2 Weeks: Detailed referral update:
  - If Successful Contact - summary of conversation with student
  - If Unsuccessful Contact - number of contact attempts

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